

# SCHOOL FOOD SERVICE MANAGER ESSENTIALS

## School Year 2009-10



### AN OVERVIEW OF SCHOOL MEALS

The Office of Public Instruction School Nutrition Programs administers the U.S. Department of Agriculture's (USDA) School Nutrition Programs in Montana including: The National School Lunch Program, School Breakfast Program, Afterschool Snack Program, Special Milk Program, Summer Food Service Program, Fresh Fruit and Vegetable Program and USDA Food Distribution Program (commodities). School Nutrition also administers the OPI Cooperative Purchase Program. When your school participates in one of these programs, the food served to children must meet USDA requirements.

Over the course of a week all school meals must meet:

#### 1. Recommended Daily Allowances (RDA)

- 1/4 of the RDA for appropriate age/grade group for breakfast
- 1/3 of the RDA for appropriate age/grade group for lunch

#### 2. Calorie Goals

- Appropriate age/grade group

#### 3. Dietary Guidelines for Americans

These goals are the basis for the design of the menu plans (see "Menu Planning Options"). Schools can choose to use a food-based plan (Traditional or Enhanced) or a nutrient-standard plan. Schools using a food-based menu plan are required to include a certain number of servings from all the food groups daily. Schools using a nutrient-standard menu plan are required to provide foods that meet the Recommended Daily Allowance over the course of the week according to a computer nutrient analysis.

Nutrients monitored are:

- *Calories*
- *Fiber*
- *Protein*
- *Calcium*
- *Iron*
- *Sodium*
- *Vitamins A and C*
- *Total fat and saturated fat*
- *Cholesterol*

It is important to realize that children have energy and nutrient requirements that are higher than adults. School meals are designed to meet these age specific needs, which means they are higher in calories and fat than an average adult appropriate meal. It is also important to note that school meals are designed to meet nutrition requirements over time. For example, one meal might consist of high fat foods, but it should be balanced out over the course of the week by lower fat meals.

## Menu Planning Options

### **Traditional Food-Based Menu Planning:**

This is the oldest menu planning system. It is based on the four food groups: milk, meat/meat alternate, bread/grains, and fruits/vegetables. This system requires food group components in the portion sizes for the different age/grade groups every day.

Using the Traditional plan, a reimbursable lunch for grades 4-12 must include:

- ✓ 2 ounces of lean meat or meat alternate (other protein food)
- ✓ 1 slice of bread or ½ cup grains (8 servings per week)
- ✓ ¾ cup of a combination of vegetable and fruit (two different kinds)
- ✓ 8 fluid ounces of milk

### **Enhanced Food-Based Menu Planning:**

Similar to the Traditional system, but this system is modeled after the Food Guide Pyramid, and thus requires more servings of Fruits/Vegetables and Grains/Breads.

Specifically, a reimbursable lunch for grades 7-12 must include:

- ✓ 2 ounces of lean meat
- ✓ 1 slice of bread or ½ cup grains (15 servings per week)
- ✓ 1 cup of a combination of vegetable and fruit (two different kinds)
- ✓ 8 fluid ounces of milk

### **Nutrient-Standard Menu Planning (NSMP):**

This meal plan is based on nutrients, not food groups. Schools that use this meal plan are required to conduct a computer analysis of their menus to ensure that they meet at least one-third of the RDA in specific nutrients (listed above) for lunch and one-fourth of the RDA for breakfast. *It is important to remember that nutrients are averaged for a whole week, so some meals may be higher or lower in certain nutrients as long as they balance out over the course of a week.*

For lunch, schools using NSMP must include:

- ✓ Entrée
- ✓ Side dish
- ✓ 8 fluid ounces of milk served as a beverage

**Offer Versus Serve (OVS):** Offer Versus Serve is an option for grades K-8, and a requirement for grades 9-12 at lunch. Offer versus serve gives students the option to decline one or more of the meal components. This option is used with food-based or nutrient-standard menu planning.

**If a school IS using offer versus serve:** For food-based menu planners, students may decline one or two of the five components. For nutrient-standard, students may decline either the side dish or the milk. They must take the entrée. High schools are required to participate in offer versus serve at lunch and must allow students to decline two of the five components in the food-based menu planning systems.

**If a K-8 school IS NOT using offer versus serve,** students must take ALL of the meal components to have a reimbursable meal.

**Benefits of OVS:** Less food waste, cost savings when preparing less food, increased customer satisfaction, and students eat better when they are allowed choices.

## **Production Records**

The production record is ***required*** for every reimbursable meal served. This is your school's "receipt" that shows that a reimbursable meal was served.

Production records must be kept on file for three years plus the current year.

Production records are menu planning option specific; meaning that Traditional and Enhanced menu planners use the food-based form, and nutrient-standard menu planners use the nutrient-standard form.

### **Required Documentation**

- ✓ Date
- ✓ Menu
- ✓ Check appropriate boxes: Traditional, Enhanced, or Nutrient-Standard; Meal (Breakfast, Lunch, After School Snack); Offer versus Serve
- ✓ Number of Meals Served: Grades; Total Student Meals; Total Adult/Other Meals; Total Meals Served
- ✓ Planned Serving Size:
  - Traditional: Breakfast K-12; Lunch K-3, 4-12, optional 7-12
  - Enhanced: Breakfast K-12, optional 7-12; Lunch K-6, 7-12, optional K-3
  - NSMP: Breakfast: K-12, optional 7-12; Lunch K-6, 7-12, optional K-3
- ✓ Components (remember to include condiments)
- ✓ Total Food Used and/or Recipe number
- ✓ Food Temp: Temperatures must be taken and recorded at critical control points according to the school's HACCP plan prior to service.

### **Optional Documentation**

- ✓ Amount Over/Short: This will help you adjust food production the next time an item that was significantly over or short is on the menu.
- ✓ Unit Cost and Total Cost: It is recommended that menu costs be documented for cost control.
- ✓ Comments: Record comments regarding any problem or special event that affected the meal.

### **Receiving Records for Satellite Kitchens**

Schools that deliver meals to a satellite kitchen must complete receiving records for each separate location which includes the amount of food sent. The receiving kitchen needs to record how much food was used. Temperature monitoring is required at both locations.

## Standardized Recpies

A standardized recipe is a recipe that has been tried, tested, evaluated and adapted for use by a foodservice. It produces a consistent quality and yield every time when exact procedures, equipment and ingredients are followed. Schools participating in the School Nutrition Programs are required to use and keep standardized recipes on file.

### Requirements

Standardized recipes must include:

- |  |                              |
|--|------------------------------|
| ✓ Recipe name and number                                       | ✓ Serving size               |
| ✓ Ingredients  | ✓ Number of servings (yield) |
| ✓ Measure or weight of ingredients                             | ✓ Meal pattern components    |
| ✓ Specific directions including<br>baking temperature and time |                              |

### Benefits of Standardized Recipes

- Saves time on paperwork. If your school has a standardized recipe for a food product, simply write the recipe name, serving size, and number on the production record. The serving size is the individual portion size of the whole recipe, not individual components. This only needs to be written once, even if a recipe includes more than one component.
- Ensures a consistent product.
- Increases participation. Think about your favorite food at your favorite restaurant. Would it still be your favorite if it wasn't the same each time you ate it?

There are some great standardized recipes already developed and available for school foodservice use. To download the recipes, go to USDA's website

[http://www.fns.usda.gov/tn/Resources/usda\\_recipes.html](http://www.fns.usda.gov/tn/Resources/usda_recipes.html)

## Inventory

**Physical Inventory:** Schools are encouraged to conduct a physical inventory (where a staff person physically counts the food on the shelf) at least once a month. Commodities do not need to be kept separate on the inventory, but they **MUST** be included.

**Perpetual Inventory:** Schools have the option of using a perpetual inventory (an ongoing tally where food is added and subtracted as it enters and leaves the storeroom) in conjunction with the physical inventory.

## **Counting Meals**

- Meals must be counted at the Point of Service (POS). A point of service meal count is defined as a system of counting meals at that point in the food service operation where it can be accurately determined that a reimbursable meal has been served to an enrolled student.
- A reimbursable meal varies from school to school depending on the menu planning option used (food-based, nutrient-standard, offer versus serve).

## **Civil Rights**

School foodservices must:

- Conduct an annual Civil Rights training with all front line staff.
- Display the “And Justice For All” poster where meal participants can read it.
- Never withhold benefits or meals on the basis of race, color, national origin, sex, age, or disability.
- Provide meals for students with disabilities as described in the USDA’s *Accommodating Children with Special Dietary Needs*. For more information, go to [http://www.fns.usda.gov/cnd/guidance/special\\_dietary\\_needs.pdf](http://www.fns.usda.gov/cnd/guidance/special_dietary_needs.pdf)
- Count meals in such a way as there is no overt identification of participants receiving free or reduced-price meals. In other words, no one should be able to determine a child’s free/reduced status except the school staff who work directly with the School Nutrition Program. If your job requires you to know, or if you ever find out which students qualify for free or reduced-price meals by accident, understand that this information is CONFIDENTIAL, and keep it to yourself.

## **Sanitation and Food Safety**

- Schools must be licensed through the Department of Public Health and Human Services, and pay a licensure fee each January to continue serving meals.
- Schools are required to have two sanitation inspections per year.
- Schools are required to post the most recent Food Service license and food sanitation inspection report for public view.
- Schools must have a Hazard Analysis and Critical Control Points food safety system.

## Planning Healthful Menus

- Be a role model for healthy eating habits.
- Meet fat content standards in menu planning. Limit total fat to less than 30% of total calories and limit saturated fat to less than 10% of total calories.
- Limit high fat entrees (more than 15 grams of fat/serving) to two times a week.
- Use lower fat salad dressings, reduced fat sauces/gravies, and lowfat cheese.
- Must offer milk in 2 different fat contents, preferably 1% or skim.
- Promote fresh fruits, vegetables, and whole grains to students.
- Avoid super-size portions of desserts and snack items.
- Offer and promote water to students.
- Promote “reimbursable” a la carte meals and healthful a la carte items.
- Promote the habit of eating breakfast to students: extend hours, adjust service style, offer grab and go items, or breakfast in the classroom.
- Educate students on nutrition through cafeteria displays, menus and newsletters.
- Advocate and support healthier food and beverage choices throughout the school by means of partnerships with school staff and community members.

## Making MealTime Pleasant

Meal time should be a pleasant experience. It is the time of day that children have to relax and visit with their friends while they enjoy a nutritious meal.

1. **Make sure that meal scheduling is appropriate.** It is recommended that lunch be scheduled between 11:00 a.m. and 1:00 p.m. Breakfast may be scheduled anytime in the morning, if schools want to provide a breakfast as part of the school day.
2. **Make sure that there is adequate time to eat.** It is recommended that children have at least 20 minutes to eat a lunch meal after sitting down. Children need at least 10 minutes after receiving a breakfast meal to eat.
3. **Implement a “recess before lunch” policy.** Allowing elementary children to play first and then eat their lunch is beneficial to students. Studies show that children consume food better and drink more milk. Teachers report that students are more focused when they return to the classroom. Teachers also report that cafeteria and playground behavior is improved (less discipline problems). The noise level is reduced leading to a more pleasant atmosphere for students and school staff.

4. **Presence of school staff can increase food intake.** A recent study found that when a teacher is present during mealtime to encourage children to try new foods and select a variety of foods, food consumption and milk intake is better. Educate school staff to meal requirements, portion sizes and offer versus serve.
5. **Encourage but never force a child to eat.** Your role is to provide the food. It is the child's role to decide whether he wishes to eat it or not.
6. **Offer choices to children through menu selection and “self-serve.”** Children eat better when offered a choice, especially when it comes to fruits and vegetables. Try offering two choices of fruits and vegetables a day and letting children help themselves. It can be as simple as fresh grapes and applesauce or raw carrots and cooked whole kernel corn.
7. **Obtain input from teachers, parents and students about making the cafeteria environment pleasant.** Survey teachers, parents and students about ways to make the eating experience more enjoyable. Some schools play music; have updated cafeteria décor and even occasional entertainment.
8. **Encourage adults to model healthy habits in the cafeteria.** Encourage staff to occasionally eat lunch with the students so the students may see them making healthy food choices. This is a great opportunity to interact with students, reinforce good table manners and socialize with the students.
9. **Train lunchroom duty staff about appropriate supervisory techniques for managing the school cafeteria.** Develop appropriate training for those who supervise the cafeteria to maintain a safe, orderly and pleasant dining experience for the students, teachers and visiting parents.

### To Find More Information

- “*A Menu Planner for Healthy School Meals*” has complete information on reimbursable meals including charts, grade groups, menu planning suggestions, and much more. This resource is available on the Team Nutrition Web site [www.fns.usda.gov/tn/](http://www.fns.usda.gov/tn/).
- Call School Nutrition Programs at the Office of Public Instruction at (406) 444-2501, or look online at [www.opi.mt.gov/schoolfood/index.html](http://www.opi.mt.gov/schoolfood/index.html). This Web site has blank forms, information, and links to resources like the USDA and Team Nutrition.
- For more information on USDA’s Child Nutrition Programs, go to [www.fns.usda.gov](http://www.fns.usda.gov).
- **MONTANA LUNCHLINE:** This resource is a “must” for all food service managers. This is the primary method by which the School Nutrition office communicates with food service managers around the state, and is also a great way to network with other school foodservice managers. To sign up, contact Katie Bark by telephone at (406) 994-5641 or by e-mail [kbark@mt.gov](mailto:kbark@mt.gov).



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